PROJECT REQUEST FORM

CLIENT INFORMATION

Company Name:	
Primary Contact Person:	
Position:	
Contact Person E-mail:	
Contact Person Tel. num:	
Date:	

PROJECT INFORMATION

Project Description:

<Please describe what you want to build or achieve>

Key Features:

<Describe what you want users to be able to do?>

1.
2.
3.
4.
5.

Project Category:

<What type of solution is needed?>

☐ Website Development

☐ Web Application

☐ Mobile App (iOS/Android/Both)

☐ E-commerce Platform

☐ Database Solution

☐ API Development

☐ System Integration

☐ Cloud Migration

☐ Software Consulting

☐ Others:

Expected Deliverables:

<What would you like to receive at the end of this project?>
(Check all that apply - we'll help you understand what's included)

☐ Working software/application

☐ Source code and documentation

☐ User training materials or videos

☐ Admin/management dashboard

☐ Mobile app (iOS App Store)

☐ Mobile app (Google Play Store)

☐ Website hosting setup

☐ Domain and email setup

☐ Analytics and reporting tools

☐ Content management system

☐ Others, please specify

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Technical Preferences:

(Check all that apply)

Where should your solution work?

☐ On computers (web browsers)

☐ On phones and tablets

☐ Both computers and mobile devices

☐ I'm not sure - what do you recommend?

Hosting and Management:

☐ We want to manage our own hosting

☐ Please handle hosting for us

☐ We have our own IT team/servers

☐ Not sure - need guidance

Ongoing Support:

☐ Yes, we want ongoing maintenance and support

☐ Just initial launch support

☐ We can handle basic maintenance ourselves

☐ Let's discuss options

ADDITIONAL INFORMATION:

1. Do you have any existing documentation? Yes/ No

   If yes;

2. Do you have existing systems, software, or databases that need to work with this new solution? ☐

   Yes ☐ No ☐ Not sure

   If yes or not sure, please describe what you currently use:

3. Anything else you'd like us to know about your project?

FOR COMPANY USE:

Review:

Reviewed by: _____

Signature: _____

Date: _____

Comments:

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Next Steps:

☐ Follow up required.

☐ Proposal development